

ARIZONA DEPARTMENT OF EDUCATION

Jaime A. Molera
Superintendent of
Public Instruction



STATE OF ARIZONA

School Finance
1535 West Jefferson
Phoenix, Arizona 85007
(602)-542-5695
(602)-542-3099 fax

SCHOOL FINANCE MEMORANDUM 02-012

TO: Charter School Administrators, Directors, Principals

FROM: Mary Beth Reilly

DATE: September 14, 2001

SUBJECT: September 17, 2001 Basic calculations for Equalization Assistance Report (CHAR 55-1) and Equalization Assistance Detail Report (CHAR 64-1)

The September 17, 2001 apportionment reports for your charter school are posted on your charter school's home page on the ADE web site <http://www.ade.az.gov/districts>. Hard copies of these reports will not be mailed. If you need help finding or viewing these reports please call your county's Regional Training Center (RTC). The phone number for your county's RTC can be found at <http://www.ade.az.gov/rtc>. If you have any questions regarding the content of your reports please contact me at (602) 542-8249 or e-mail mreilly@ade.az.gov.

All eligible charter schools have been paid based on student lists submitted by August 20, 2001.

In the event that you did not receive a September 17, 2001 payment, it may be due to missing or late submitted forms and/or student lists. In addition, if the banking forms were not submitted to the state treasurer's office or Charter contracts were not signed, a payment will not be issued.

The October payment will be based on the revised student lists submitted by September 7, 2001. If you have questions about the revised enrollment or other required information please call **Rose Whelihan** at (602) 542-8240 or e-mail at: rwhelih@ade.az.gov.

The adjustment for 200 days has been made in the September 17, 2001 payment. If you were expecting the five percent increase for 200 days and did not receive it, this may be due to the school calendar not reflecting 200 days and/or the FY 2002 budget worksheets did not include the five percent increase for 200 days. In order to be eligible for the increase, the school must have prior approval from their sponsoring board, the school calendar must reflect 200 session days and the FY2002 budget worksheets on file with ADE must reflect the increase. *Audit expenditures will be processed in the October payment.*

If you have any concerns regarding your equalization calculation or payments please do not hesitate to call me at (602) 542-8249 or e-mail at mreilly@ade.az.gov.

September 14, 2001